

Annual Report 2020

BENZIE SHORES DISTRICT LIBRARY
FY 2019-2020



Message from the Director

There is no doubt that COVID-19 will certainly take center stage in the 2020 year in review. At the beginning of the pandemic, the library closed its doors for three months, only to reopen with limited services in June. This fall, we have seen a 60% decrease in the number of people walking through our doors; however, our circulation only decreased by 5%.

Our patrons may not be frequenting the library as much, but they are still voraciously reading. I'm not surprised. A library of some sort has existed in this community since 1871 and this institution has survived two world wars, several conflicts, a polio outbreak, and the Influenza pandemic of 1918-1919. COVID will pass, and this community will continue to read and be in need of a thriving library.

Despite the decrease in foot traffic, there is a lot happening at the library and much to be grateful for. Here are just a few highlights from the past several months:

- To help close the internet access gap, we made HotSpots and Chromebooks available for patrons to checkout.
- At home story time kits were created for parents and caregivers to provide story time at home.
- Patrons can now apply for library cards online.
- The size of our digital collection has been increased, and now includes Flipster, a digital magazine service that provides instant access to popular magazines.
- The creation of a partnership with Frankfort Elberta Area Schools to provide library services to the elementary school. The goal of this partnership is to increase student recreational reading and to update and diversify the existing elementary library's collection.
- Thanks to overwhelming community support, we broke ground on a \$1,000,000 expansion project!

Moving forward, as we once again begin to feel comfortable interacting in public spaces, we are excited that we will have this new space to fulfill our mission and will certainly continue to work to provide all of the services you depend on us for.

STACY L. PASCHE, MLS

Library Director



2019-2020 AT A GLANCE

District Size: 3,811
Number of Items: 60,204
(Physical & Digital)
Active Card Holders: 3,208

Number of Programs: 80
Program Attendance: 851

Public Computer Sessions: 4,061
Total Hours Used: 2,701

Physical Circulation: 35,502
Digital Circulation: 12,481
TOTAL Circulation: 47,983

Circulation per Capita: 12.6
Circulation per Card Holder: 14.95



Library Income & Expense

FY 2019-2020

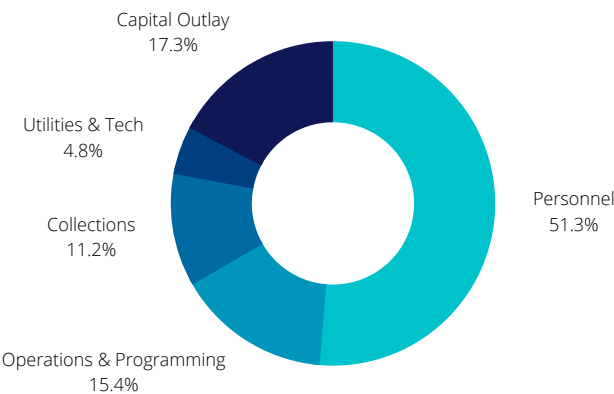
Income for FY 2020 may appear inflated, as funds accumulated for the library's expansion project are reflected in the FY 2020 income. In addition to increased capital outlay income, in March 2019, the COVID-19 crisis caused a shutdown of facilities, followed by restricted access once the doors were open. The mandated closure affected how funds were spent during the final quarter of FY 2020.

FINANCIAL HIGHLIGHTS

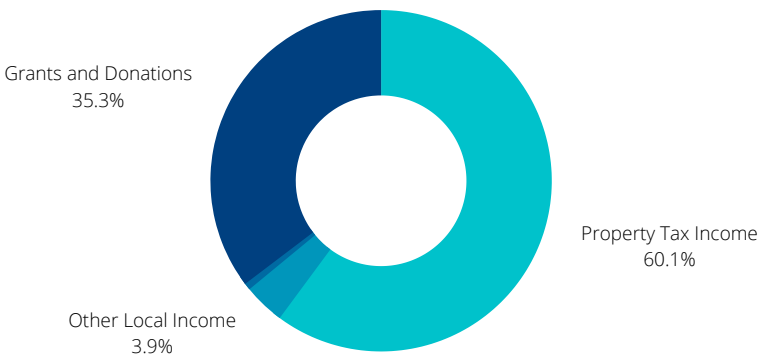
The major recurring Library revenue sources are district millage income (\$294,996) and county penal fines (\$15,947). Other Library revenue sources include State Aid, copy and printing income, interest income (\$3,152).

In anticipation of a future capital project, the Library accumulated funds, both in its cash reserves and in the Holtrey Endowment Fund with the Grand Traverse Regional Community Foundation. These funds, combined with contributions from the Friends of the Benzie Shores District Library enabled the Library to move forward with its expansion plans. During the FY 2020, \$150,000 was withdrawn from the Holtrey Endowment Fund at the Grand Traverse Regional Community Foundation. In addition, the library received a bequest of \$21,000 (its use is restricted).

Total Expenditures \$302,715



Total 2019-2020 Income \$490,628



OVERVIEW OF FINANCIAL STATEMENTS

Each month the Library Board Treasurer presents the Benzie Shores District Library Board with the following financial statements: Income and Expense Report, Balance Sheet, Disbursements Authorization Report, Profit and Loss Statement. There are flow charts and step-by-step narratives for all BSDL financial procedures in the library policies.

GOVERNMENT-WIDE STATEMENTS

The Benzie Shores District Library is a municipality. The financial activities of the Library are reported as governmental activities. The Library has no business-type activities.

FUND FINANCIAL STATEMENTS

All of the Library's activities are included in the general fund. The Friends of the Library, a separate entity, has a separate Endowment Fund at the Grand Traverse Regional Community Foundation. After purchase by the Friends, all equipment, materials, and furnishings are Library property. (All such expenditures are included in the library's final 2019-2020 approved budget.) Benzie Shores District Library has an endowment fund, The Holtrey Endowment Fund, at the Grand Traverse Regional Community foundation. After the \$150,000 withdrawal from the Holtrey Endowment Fund in fiscal year 2020, the balance was \$413,823 and \$98,353 was available for grants.

FINANCIAL ANALYSIS OF THE LIBRARY AS A WHOLE

The Benzie Shores District Library continues to be in excellent financial condition with a millage rate of 0.75 approved in perpetuity on taxable values that exceed \$500 million. The current assessment is at 0.6 mils.

FINANCIAL ANALYSIS OF THE LIBRARY'S FUNDS

The activities for the operations fund have remained constant, consisting of salaries and benefits, purchase of materials (books, audio books, DVDs, magazines, and circulating digital content), and maintenance of the building and grounds. The revenues collected to fund the activities remained consistent. Changes in patron activity due to COVID may change some expenditures in the 2021 fiscal year.

BUDGETARY HIGHLIGHTS

The Library adopts an annual appropriated budget for its general fund. The Library budgets conservatively. Revenues are based on estimated taxable values and historic trends. Expenditures are based on the previous year's actual expenditures and known changes. The Library Board receives financials at its monthly board meetings. Budget amendments are voted on and approved at these monthly meetings, if necessary. The Income and Expense for the period ended June 30, 2020 were distorted by income and expense related to the building project. Both recurring income and expense had positive variances.

CONTACTING ENTITY MANAGEMENT

The financial report is designed to provide taxpayers, creditors, investors and customers with a general overview of the library's finances and to demonstrate the library's accountability for the revenues it receives. If you have questions concerning this report please contact Stacy Pasche, Library Director; Jon Armstrong, Library Board President; Pam Radabaugh, Board Treasurer.

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